



Minutes of Library Board Meeting
May 15, 2023

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:16 pm

Trustees present: Sharon Flinspach, Sam Garchik, Brandon Nelson, Joneane Parker, Sherri Smith, David Thebodo, Kate Van Pelt

Trustees absent: Kimberly Broz and Joe Stever

Also present: Director Alecs Schmidt Mickunas and Karen Blakley.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA – No additions to the Agenda

APPROVAL OF MINUTES FOR APRIL

Trustee Thebodo moved to approve the April 17, 2023 minutes as presented. Trustee Parker seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Tabled due to Treasurer's absence.

APPROVAL OF BILLS FOR MAY

Director Schmidt Mickunas clarified the Plumbco invoice. Director Schmidt Mickunas shared the Youth Services Specialist has received a grant from Dollar General as well as donations from local businesses for the Summer Reading Challenge. He would also like to start advertising in the Source Magazine to increase library visibility to the public.

Trustee Nelson motioned to approve the bills as presented. Trustee Van Pelt seconded the motion. The motion carried unanimously.

May 15, 2023			
General Fund			
6499	Access Systems	Monthly contract for IT support - April 2023	1,543.05
6310	All American Pest Control	General pest control Invoice #650463	75.00
6371	Alliant Energy	Electric Expense (Last year \$480.99)	178.64
6371	Alliant Energy	Gas Expense (last year \$405.16)	308.73
6499	Bailey Office Outfitters	Monthly lease/maintenance 3 Sharp copiers Invoice 106727	288.02
6310	Brockway	Check Chiller Controls, Repaired Leaking Joint, Inspected Unit	688.50
6373	LISCO	Telecommunications May service	43.07
6506	MidWestOne Bank	Wite-Out, Staple Remover, Sticky Notes, Color Code Tape, Zipper E	358.99
6508	MidWestOne Bank	Endicia monthly charges x2, Endicia postage	119.90
6373	NATEL	Telecommunications 5/1/23 to 5/31/23	140.40
6310	Pierson & Pierson	Toilet seats, valves, labor to install Invoice 51288	675.00
6310	Plumbco LLC	Install new piping from water supply to water meter 4-24-23	1,407.88
6506	Quill	Copy paper Invoice 31785892	175.96
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
Total for General Fund			\$7,803.14
Booksale Fund			
B	Eulenspiegel Puppet Theatre Co.	SRP Presenter 6/9/23	410.00
B	Fairfield Public Library - General Fund	Library Materials 7739	989.86
B	HyVee	St Patricks Day event	14.25
B	low a Dance Collective LLC	SRP Presenter/Program 6-16-23	100.00
B	T.O.'s Mobile Music	SRP Presenter 06/02/23	185.00
B	Tracy Chipman	The Spoken & the Written - Educational Programming	300.00
Total for Booksale Fund			\$1,999.11
Memorial Fund			
M	Baker & Taylor - Adult Books	Adult Books	1,285.47
M	Baker & Taylor - Adult Entertainment	Adult DVDs	265.09
M	Baker & Taylor - Automatically Yours	Popular Authors	165.78
M	Baker & Taylor - Children's Books	Children's Books	939.92
M	Center Point	Large print	49.14
M	Des Moines Register	Subscription 6/1/23 to 5/31/24	693.50
M	Fairfield Public Library - General Fund	Library Materials 7739	1,665.18
M	Grey House Publishing	Library Materials	337.50
Total for Memorial Fund			\$5,401.58
FPL Foundation			
F	Baker & Taylor - Mandarino Worn YS	Children's Books	32.12
F	Fairfield Public Library - Memorial Fund	Disbursement of \$10,000.00 Grant of November 2022 for library m	10,000.00
Total for Foundation Fund			\$10,032.12

COMMUNICATIONS Nothing to report

REPORT OF LIBRARIAN (A copy of the report is attached.)

Director Schmidt Mickunas reviewed his report and discussed a recent Director's Roundtable discussion event he attended.

OLD BUSINESS

GIS Mapping of Library Users Update –

Director Schmidt Mickunas has spoken with Becky Heil at the State Library about this. Trustee Garchik offered to assist with this project. Trustees discussed and made suggestions on data they would like to see included.

NEW BUSINESS

Part-Time Paid Time Off Rate Increase Proposal -

Trustee Van Pelt motioned to approve.

Trustee Parker asked for clarification on hours worked versus hours paid and paid time off. Director Schmidt Mickunas explained.

Trustee Thebodo motioned to approve. Second by Trustee Nelson. Motion carried unanimously.

Removal of Internet and AV Materials Restrictions for Juveniles Proposal –

Director Schmidt Mickunas would like to make the internet more accessible and allow access to all AV materials. Trustee Garchik asked about policies at other libraries. Trustee Flinspach clarified AV materials do not include equipment. Trustee Garchik shared his concerns and asked if patrons were asking for this change. He suggested modifying the current policy. Trustee Flinspach asked for data on children under 18 and the percentage of parents denying access to certain materials. Director Schmidt Mickunas reviewed the current policy with Trustees. Trustee Garchik asked if the City Attorney had been consulted. Trustee Van Pelt felt children should be able to use the internet for school research. There was discussion on patrons entering their library card number in order to use the internet. Trustee Flinspach suggested tabling the matter for further thought and discussion.

Trustee Nelson motioned to table the matter to June. Second by Trustee Van Pelt. The motion carried unanimously.

LED Upgrade Bid Selection Proposal-

Quotes were reviewed and discussed. Trustee Garchik asked how long the project would take to complete. Trustee Nelson asked Director Schmidt Mickunas to request an expanded, itemized bid that covered everything and locked in the price.

Trustee Van Pelt motioned to accept the Mohrfeld quote if it is not over 15% above the amount quoted (\$22,320.00) and asking how long the project will take and make sure all inclusive. Second by Trustee Garchik. Trustee Parker asked that the quote include disposal and recycling. Trustee Garchik asked that the Director clarify with the City regarding the rebate. Second by Trustee Nelson with changes. Motion passed unanimously.

Request for Funding for Library App from FPL Foundation -

Trustee Flinspach asked who would be responsible for responding to the chat requests and how much staff time this would take. She suggested limiting the live chat to certain hours. Director Schmidt Mickunas indicated this was part of the library's strategic plan, would make programs and services easier to promote and would help Fairfield Public Library lead the way in the adoption of apps in SE Iowa. Trustee Garchik asked if the Library Foundation would continue to pay for this after the initial three years. Director Schmidt Mickunas felt this could be revisited and possibly built into our budget.

Trustee Thebodo motioned to approve requesting funding from the Foundation. Second by Trustee Parker. The motion passed unanimously.

ADJOURNMENT

Trustee Van Pelt motioned to adjourn. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary